



## EMERGENCY PROCEDURES

### If officials say to evacuate...

Public safety officials will tell you if an evacuation is ordered by using the Emergency Alert System. If persons in your zone are told to evacuate:

- Pack up a few essential items for yourself and family members.  
Plan to take:
  - a change of clothing for each family member;
  - prescription medicines, medical equipment and important medical records;
  - baby formula, diapers, strollers, etc. (if needed);
  - identification and important personal papers;
  - money, credit cards, checkbook;
  - special diet foods (if needed);
  - bedding, soap and towels.
- Put pets indoors, leaving them plenty of food and water.
- Turn off stoves, ovens and space heaters.
- Close and lock windows and doors.
- Do **NOT** try to pick up children at schools or day care centers. They will be taken to “host” schools outside the area, where you may pick them up.
- Leave the area using the quickest route. Go to the reception center. Keep your car radio tuned to an EAS radio station to be sure you hear the latest information and instructions.
- Keep car windows and air vents closed. Do not use the heater or air conditioner except to circulate inside air.
- A reception center will be located in your county. Once you have checked in at the reception center, you will be directed to a shelter.

### If officials order shelter-in-place protection...

Public safety officials will tell you if shelter-in-place is ordered by using the Emergency Alert System (EAS) and siren network. If persons in your zone are told to begin shelter-in-place, you should take the following actions:

- Go indoors. Any building suitable for use during the winter is safe for shelter-in-place protection.
- Close all outside windows and doors. Seal with tape and plastic. Plastic food wrap, wax paper or aluminum foil all cracks, electrical and cable outlets and any other outside openings. Also seal bathroom exhaust fan grilles, range vents and dryer vents. Place towels or sheets across the bottom of doors and windows.
- Turn off exhaust fans in kitchens, bathroom and other areas. Seal with plastic and tape.
- Turn off heating and air conditioning systems and attic fans that bring in outside air. Close vents and fireplace flues.
- Take a radio or television with you, and move to a central or windowless room. Seal the inside door with tape, and place towels or sheets across the bottom of it.
- Stay tuned to local radio or television EAS stations for updated information and instructions.

## **Schools, Day Care Centers, Hospitals, Nursing Homes**

Emergency plans have been developed for all schools, day care centers, hospitals and nursing homes. Their staff are prepared to carry out their duties for shelter-in-place protection or evacuation.

## **What you can do *NOW***

You can prepare your family for a disaster NOW by doing three (3) things:

1. Complete a family plan.
2. If anyone in your family would have special needs in an emergency, please call your county's EMA/CSEPP office TODAY.
3. Put together a Family Disaster Supplies Kit.